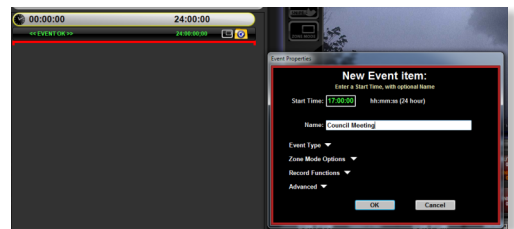
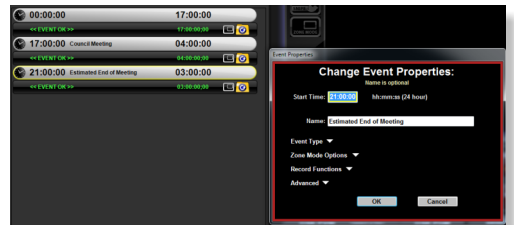


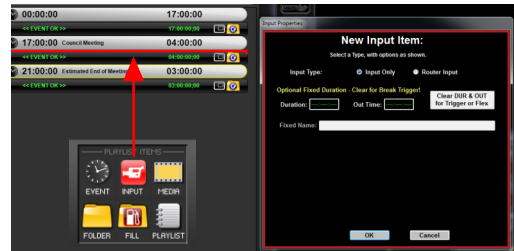
Create a **New Event** at the time your normal meeting begins. Enter an appropriately descriptive Name for the Event, e.g. "Council Meeting".



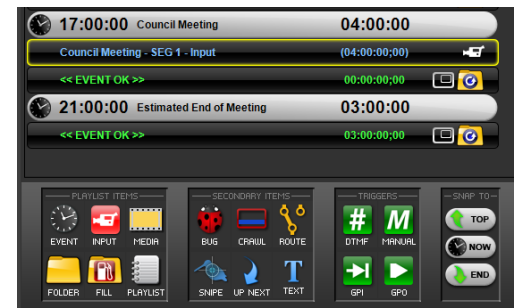
Create another **New Event** at the time that typically exceeds what you estimate to be the maximum length of the meeting. Enter a Name like "Estimated End of Meeting".



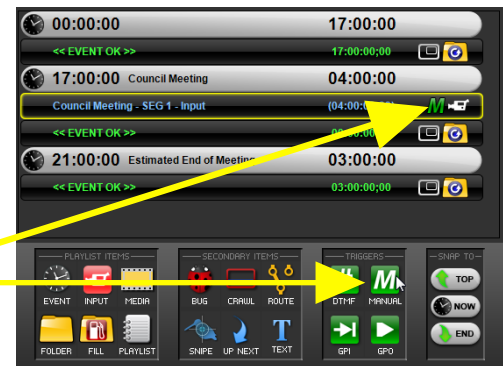
Drag the **INPUT** icon from the PLAYLIST ITEMS and drop it just below the meeting Event start time. **DO NOT** enter a Duration or a Name. Click OK.



The INPUT item will automatically display the name of the Event in which it's scheduled, showing as **SEG1** in that Event.



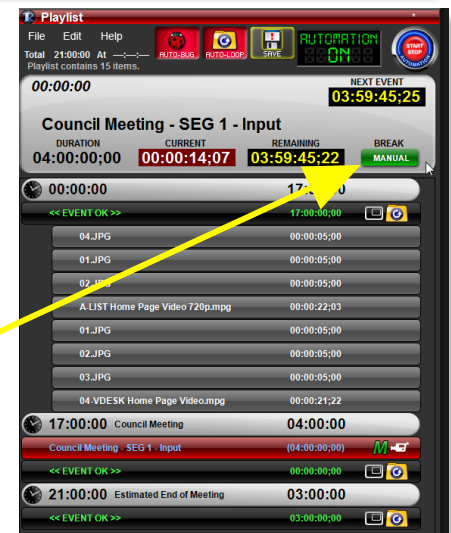
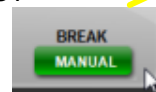
With the INPUT item selected (highlighted), click the **M (MANUAL)** button in the **TRIGGERS** section. The capital letter **M** will appear next to the camera icon in the INPUT item.



In this example, we show **AUTO-LOOP** active, which means the contents of that folder will automatically play after all the items in a previous Event have played.

At 17:00:00 (Five PM) the playlist automatically switches to the LIVE input, passing through the signal you have connected to your A-LIST input. Automation continues to run, but just shows your input signal.

When the meeting is over, presumably sooner than the next Event at Nine PM, just click the **BREAK** button at the top of the screen. Since you specified a MANUAL break, that word appears on the active green button. When you trigger that BREAK, the playlist will return to the AUTO-LOOP folder and play until the next scheduled Event. If you're not at the A-LIST computer location, use LogMeIn for screen access to the button.



**Note:** you can also schedule an **AUTO-FILL** folder at the end of the INPUT event if you want to play a specific group of files before the next scheduled Event.